SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/18/15 CLOSING DATE: 08/27/15 (4:30 PM)

SCDC INTERNAL TITLE: CCC IV SCDC POSITION #: 013869

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM LOCATION: KERSHAW CORRECTIONAL INSTITUTION, KERSHAW (LANCASTER) LEVEL 2

STATE JOB TITLE: HUMAN SERVICES COORD I STATE JOB CLASS: GA50

BAND: 05 SALARY RANGE \$ 031805 - \$ 058848 SPECIAL INCENTIVE: NO

LEVEL: E SALARY RANGE \$ 037213 - \$ 058848 SCEIS POSITION #: 61021477

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A BACHELOR'S DEGREE AND PROFESSIONAL EXPERIENCE IN HUMAN
SERVICES OR SOCIAL SERVICES PROGRAMS.

AGENCY PREFERRED QUALIFICATIONS:

A MASTER'S DEGREE IN CLINICAL SOCIAL WORK OR RELATED MENTAL HEALTH FIELD AND TWO (2) YEARS EXPERIENCE IN COUNSELING. MUST BE LICENSED AS LMSW, LPC-I, LPC OR LPC-S.

DESCRIPTION OF DUTIES:

PERFORMS MENTAL HEALTH ASSESSMENTS/EVALUATIONS ON ASSIGNED CLIENTS.

CONDUCTS INDIVIDUAL AND GROUP COUNSELING. PROVIDES DIRECT FEEDBACK

ON MENTAL HEALTH ISSUES TO INSTITUTIONAL STAFF. ASSISTS IN DISCHARGE
PLANNING FOR CLIENTS WHO ARE COMPLETING THEIR SENTENCES. PROVIDES

ADVISORY AND CONSULTATIVE SERVICES AS RELATED TO MENTAL HEALTH

SERVICES. PARTICIPATES IN QUALITY ASSURANCE REVIEWS ENSURING

COMPLIANCE WITH STANDARDS. ASSISTS ADMINISTRATIVE SUPPORT STAFF WITH
PSYCH CLINIC. ASSISTS SUPERVISOR IN THE DEVELOPMENT/ADMINISTRATION

OF SPECIAL PROJECTS IN THE FIELD OF MENTAL HEALTH. MAKES CASELOAD

ASSIGNMENTS. ASSISTS OTHER INSTITUTIONS IN THE LEE REGION (EVANS,

KERSHAW, LEE AND TURBEVILLE CI'S) AS NEEDED. PROVIDES CLINICAL AND

ADMINISTRATIVE SUPERVISION OF SUBORDINATE STAFF IN THE ABSENCE OF THE

REGIONAL MANAGER. PARTICIPATES IN ON-CALL POOL TO PROVIDE AFTER-HOUR

COVERAGE WITHIN THE REGION AS ASSIGNED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

A RESUME MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION.